

# Welcome to...

# Requisitions

# Welcome and Introductions

---



# Course Prerequisites

---



- ✓ Change Discussions
- ✓ RWD SAP 4.6C

# Course Objectives

---



- At the end of this course, individuals should be able to use SAP to:
  - Perform Plan Acquisition Activities
  - Perform Purchase Request Activities

# Benefits of Requisitions

---



- SAP provides automation to:
  - Plan acquisitions
  - Initiate purchase requisitions
  - Attach prepared supporting documents along with the purchase requisition
  - Copy existing purchase requisitions in the system

# Benefits of Requisitions



- SAP provides automation to:
  - Track the status of purchase requisitions and subsequent resulting documents from initiation through receipt of delivery and payment
  - Cancel purchase requisitions
  - Approve and reject purchase requisitions

# Course Schedule



---

<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background	00:15
3. Topic 1 - Plan Acquisition	01:00
4. Topic 2 - Initiate Purchase Requests	02:30
5. End of Course Review/Feedback	00:05
<b>Total Course Time</b>	<b>04:00 hrs</b>



# Course Structure



- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the on-line training course feedback form





# Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet
  - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



# Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
  - Review the reference materials; become familiar with the content
  - Logon to SAP R/3



# Background Knowledge

# Background Knowledge



## ■ Key Definitions:

- **Account Assignment Category:** Specifies whether accounting for an item is to be effected via a Cost Center (K), Project WBS (P), Network (N), Reimbursable (Y), or Unknown (U). The Unknown account assignment will be used when creating all ID/IQs, BOAs, and BPAs in the Outline Agreement window (ME31K); for unexercised options for services; and for planning PRs.
- **Alternate (Substitute):** Individual designated to act on behalf of an approver during a defined period while an approver is out of the office for various reasons.
- **Business Area:** Organizational unit of financial accounting that represents a separate area of operations or responsibilities within the organization and to which value changes recorded in Financial Accounting can be allocated. For NASA, the business area is the center identification number (AIN) (e.g., 62 for MSFC).

# Background Knowledge



## ■ Key Definitions (continued):

- **Commitment Item:** Equivalent to the object classification. It is the key link between the FI (Financial) and BE (Budget) modules in SAP, and derives how the budget is updated in the system.
- **Cost Center:** Lowest Level in the Standard Hierarchy used to capture information by Performing Organization, or carrier account/cost pool.
- **Estimated Price:** Expected unit price for a line item. The field for this data entry is located on the Purchase Requisition under the NASA Data tab.
- **Estimated Total Value:** Expected extended value of a line item. This value can be found on the Purchase Requisition under the NASA Data tab.

# Background Knowledge



## ■ Key Definitions (continued):

- **Expected Value:** Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent of the Valuation Price for Supplies. The field for this value can be found under the limits tab on both the Purchase Requisition and the Purchase Order.
- **Forward:** Routes a document to another user for execution.
- **Fund:** A summary account established in the Treasury for each Appropriation and/or fund showing transactions to such accounts. Each such account provides the framework for establishing a set of balanced accounts on the books of the agency concerned.
- **Funds Center:** Element within Funds Management (FM) when combined with other FCS elements budget may be assigned to the Agency, Enterprise, or Center.
- **GL Account Number:** Number that identifies the GL account in a chart of accounts.



# Background Knowledge



## ■ Key Definitions (continued):

- **Item Category:** Identifier indicating the characteristics of an item as either a supply (Z) or service (D).
- **Material Group:** Materials and services that are grouped by their Product Service Codes (PSC) or Federal Supply Classification (FSC).
- **Network:** An object containing instructions on how to carry out tasks in a specific way, in a specific order, and in a specific time period.
- **Order Number:** Number assigned to a particular work order or planned order.
- **Overall Limit:** Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed. The Overall Limit value is equal to the Expected Value for the line item.

# Background Knowledge



## ■ Key Definitions (continued):

- **Release Strategy:** Specifies the sequence in which the approvers responsible for processing a certain document must approve an internal or external purchasing document with their respective release codes.
- **Total Estimated Requisition Amount:** The total value of the Purchase Requisition to include all options.
- **Transaction Code (T-code):** Short code for quick access to a specific SAP window.
- **Unplanned Services:** Services that cannot be specified in detail because their precise nature and scope are not initially known, or services which -- for various reasons -- you do not wish to plan.



# Background Knowledge



## ■ Key Definitions (continued):

- **Valuation Price:** Price per unit that is committed on the Purchase Request for supplies. It is the equivalent of the Expected Value for Services.
- **Vendor Material Number:** SAP field that is used to identify the National Stock Number (NSN) for a Procurement Line Item (PLI) and serves as a trigger for the interface with the NASA Supply Management System (NSMS).
- **Work Breakdown Structure (WBS):** Project structure built in a multi-level hierarchy outline and adheres to the AWCS reporting structure and/or lower. Its elements describe specific tasks or actions to be carried out in the project. WBS's are tied to funds center through SAP derivation rules.
- **Workflow:** The chronological and logical sequence of the steps processed either by people or the system.



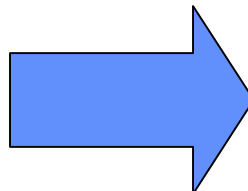
# Background Knowledge



Differences between the previous system and SAP:

## Old system:

- Requisitioners planned purchase requests outside the system.
- Requisitioners manually sent required documents (e.g., SOW and JOFOC) through email.



## SAP/BW system:

- Requisitioners can review procurement history within SAP.
- Requisitioners can electronically attach required documents to their purchase requisition.

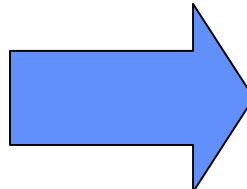
# Background Knowledge



Differences between the previous system and SAP:

## Old system:

- Requisitioners had to track their purchase requisition in different software applications.



## SAP/BW system:

- Requisitioners can track the status of their purchase requisition in SAP.

# Topic 1:

## Plan Acquisition

# Topic 1: Overview

---



- Plan Acquisition
  - Perform Market Research
  - Evaluate Purchase Request Alternatives
  - Inquire upon the Availability of Funds
- Process Flow: Process Purchases
  - Perform Plan Acquisition activities



# Topic 1: Objectives

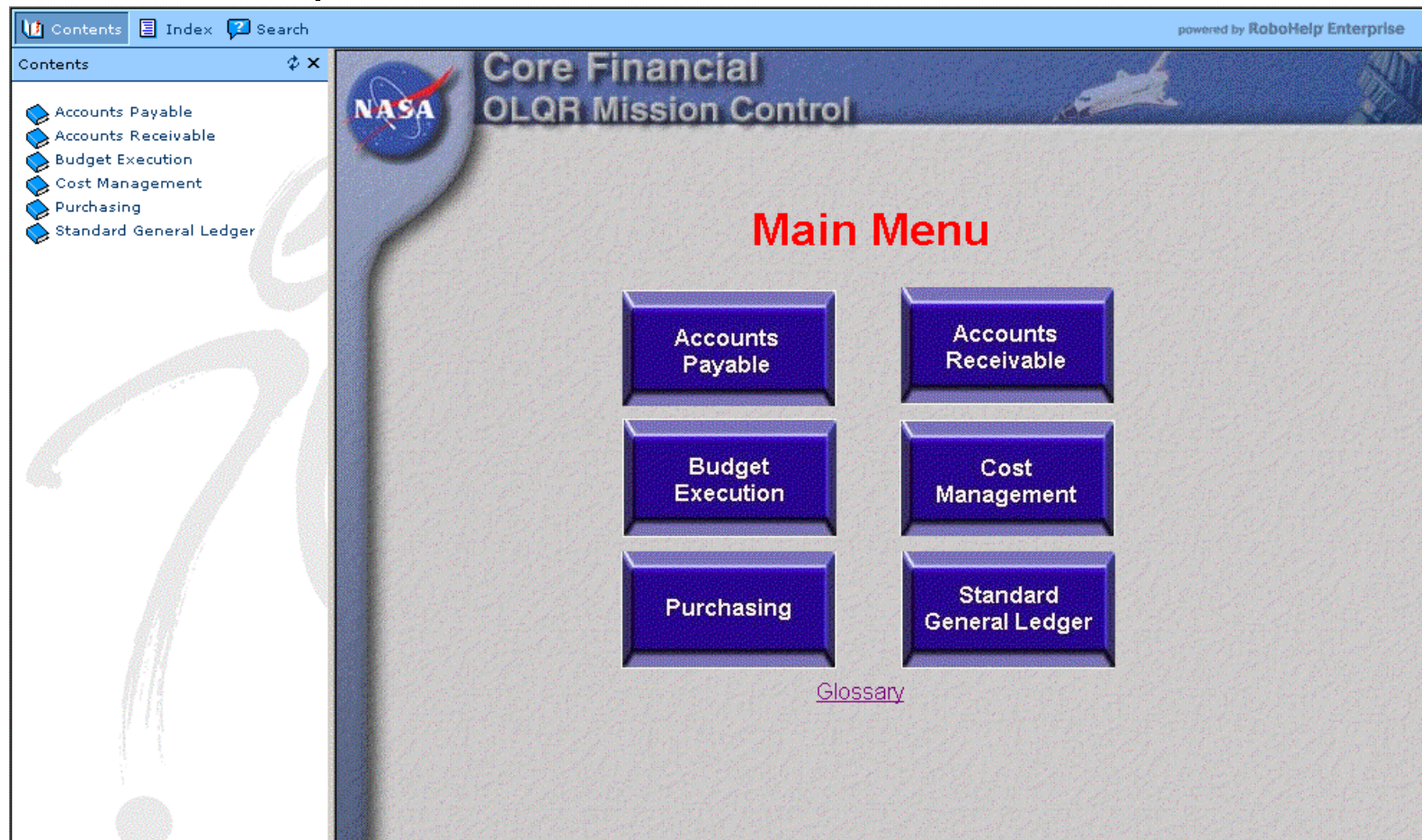
---



- Upon completion of the Plan Acquisition topic, individuals should be able to accomplish the following objectives:
  - Perform Market Research
  - Evaluate Acquisition Alternatives
  - Inquire upon the Availability of Funds

# Topic 1: Process Flow

## ■ Plan Acquisition Process Flow from the OLQR



# Demonstrations and Exercises Introduction

---





# Demonstrations and Exercises

---



- Perform Market Research and Review Estimated Value
- Inquiry of the Availability of Funds

# Topic 1: Debrief

---



- Perform Market Research and Evaluate Acquisition Alternatives
  - Search by vendor
  - Search by document number
  - Search by material group
  - Identify potential sources
  - Review procurement history
- Inquire Upon the Availability of Funds
  - Review status of funds

## **Topic 2:**

# **Initiate Purchase Request**

# Topic 2: Overview

---



- Initiate Purchase Request
  - Create/Maintain purchase requisitions
  - Cancel purchase requisitions
  - Obtain approvals for purchase requisitions
- Process Flow: Process Purchases
  - Perform Acquisition Request activities

## Topic 2: Objectives

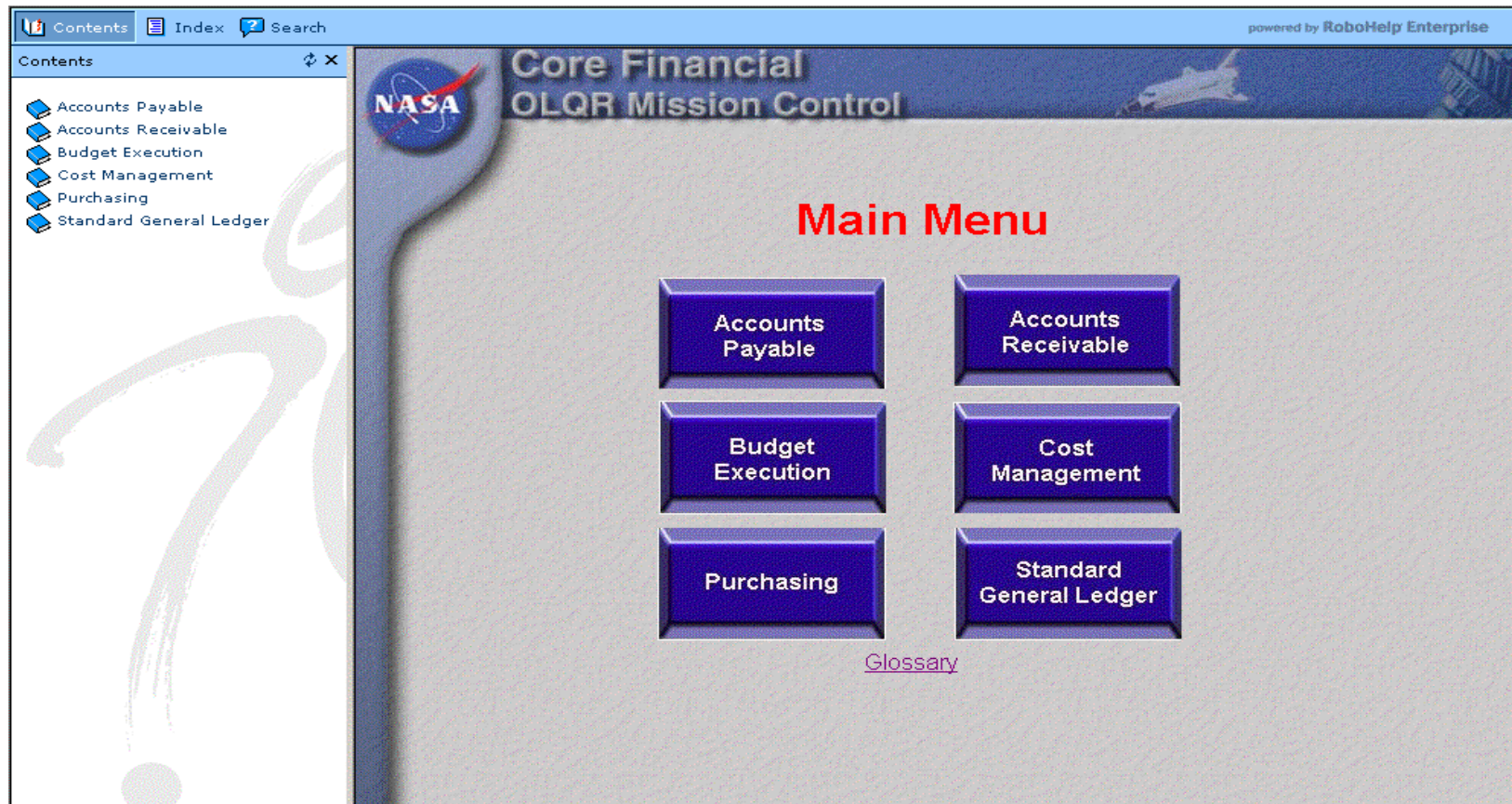
---



- Upon completion of the Initiate Purchase Request topic, individuals should be able to accomplish the following:
  - Create/Maintain purchase requisitions
  - Cancel purchase requisitions
  - Obtain approvals for purchase requisitions

## Topic 2: Process Flow

- Initiate Acquisition Request Process Flow from the OLQR

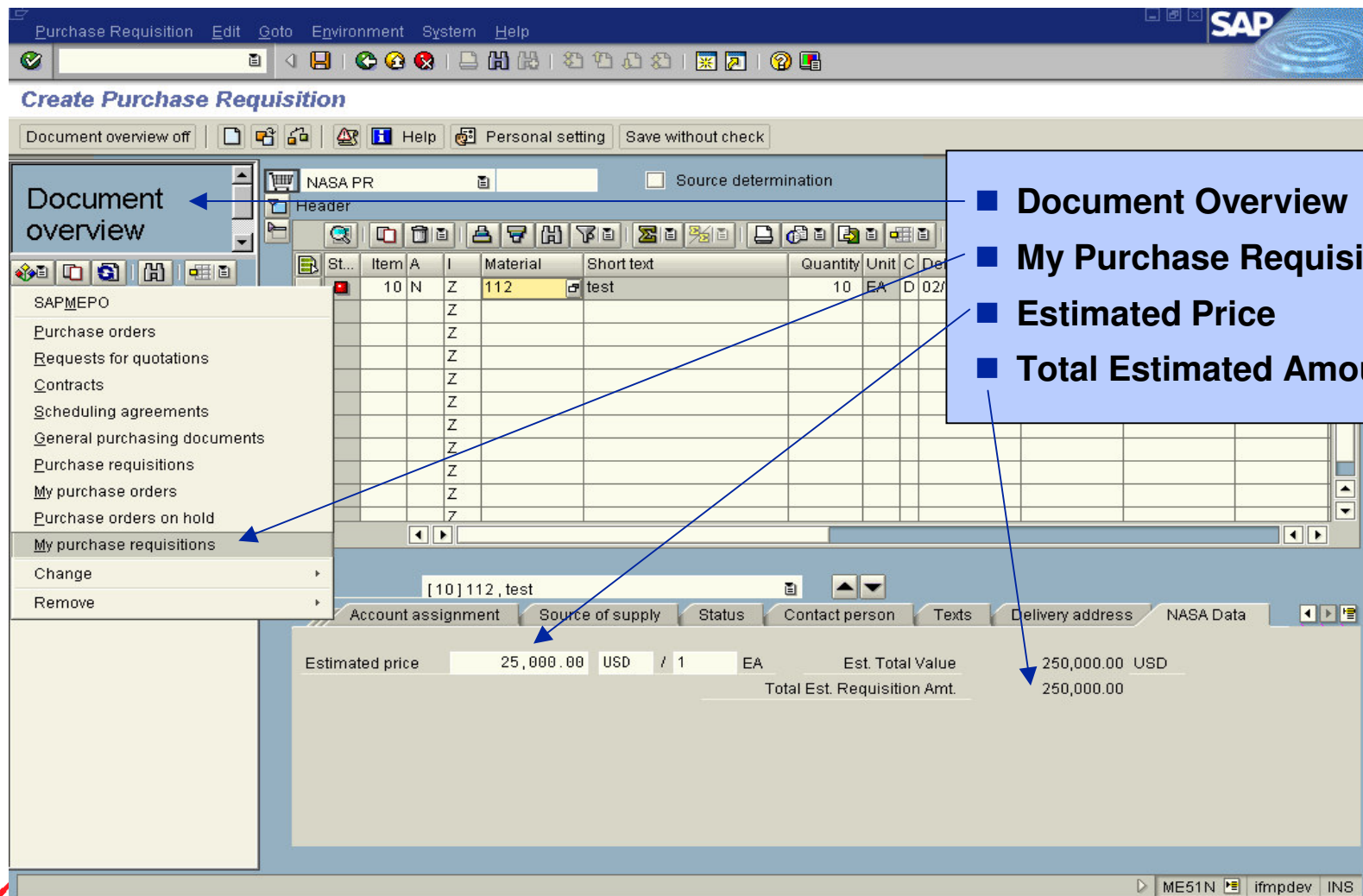


# Demonstrations and Exercises Introduction

---



# Screenshot



The screenshot shows the SAP MEPO 'Create Purchase Requisition' interface. The menu bar includes 'Purchase Requisition', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The title bar reads 'Create Purchase Requisition'. Below the title bar, there are buttons for 'Document overview off', 'Help', 'Personal setting', and 'Save without check'. The main window is divided into several sections:

- Document overview:** A sidebar on the left containing a tree view with options like 'SAPMEPO', 'Purchase orders', 'Requests for quotations', 'Contracts', 'Scheduling agreements', 'General purchasing documents', 'Purchase requisitions', 'My purchase orders', 'Purchase orders on hold', 'My purchase requisitions', 'Change', and 'Remove'. An arrow points from the 'Document Overview' label to this sidebar.
- Header:** A section at the top of the main area containing fields for 'NASA PR' and 'Source determination'.
- Table:** A table with columns 'St...', 'Item', 'A', 'I', 'Material', 'Short text', 'Quantity', 'Unit', 'C', and 'De'. It contains one row with '10', 'N', 'Z', '112', 'test', '10', 'EA', and 'D 02/'. An arrow points from the 'My Purchase Requisitions' label to this table.
- Summary:** A section at the bottom right showing 'Estimated price' as '25,000.00 USD / 1 EA', 'Est. Total Value' as '250,000.00 USD', and 'Total Est. Requisition Amt.' as '250,000.00'. An arrow points from the 'Total Estimated Amount' label to this section.

At the bottom of the screen, there is a status bar with the text 'ME51N ifmpdev INS'.



# Screenshot

Purchase Requisition Edit Goto Environment System Help

Display Purch. requisition and 4200000893

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA PR 4200000893

Header

St...	Item A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PGr	Re
	10	P	Z	Oscilloscope	2	EA	D	12/15/2001	Instrument...	Marshall Sp...		M00	TD

Item [10] Oscilloscope

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | **Status** | Contact person

Processing stat PO created Ordered 2 EA

Doc. cat. long text	Purch.doc.	Item	Short text	Quantity	OUn
Purchase order	NAS8-32688	10	Sched.line	2	EA
Request for quotation	6000000381			2	EA
	6000000382			2	EA
	6000000383			2	EA
Purchase order	NAS8-32688		Goods receipt	2	EA
			Invoice receipt	1	EA
				1	EA

■ Status Tab

# Screenshot

Purchase Requisition Edit Goto Environment System Help

**Display Purch. requisition and 4200000081**

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA PR 4200000081

Texts Release strategy

Release group AE Adv Space Trans Prgm  
Release strategy A5 TD15 Level - Svcs  
Release Indicator 2 Released

Code	Description	Release options
BM	Bus Mgt Off - TD15	✓
FN	Finance	✓
PO	Procurement Off-PS52	✓

St... Item A I Material Short text Quantity Unit C Delivery date Matl group Plant Stor. loc. PGr Re

	10	P	D		Scanner Maintenance	1	JOB	D	02/11/2002	Ground&M...	Marshall Sp...	Marshall	M00	TD
--	----	---	---	--	---------------------	---	-----	---	------------	-------------	----------------	----------	-----	----

Item [10] Scanner Maintenance

Services Limits Material data Quantities/dates Valuation Account assignment Source of supply Sta...

Valuation price 100,000.00 USD / 1 JOB Total value 100,000.00 USD

ME51N ifmptst INS

■ Release Strategy

# Screenshot



**SAP**

Purchase Requisition Edit Goto Environment System Help

**Display Purch. requisition and 4200001503**

Document overview off | Help | Personal setting | Accounting documents | Save without check

NASA PR 4200001503

Header

St...	Item A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PGr
	10	K	D	test strategies	1	JOB	D	12/31/2001	Weapons	Marshall Sp...	Marshall	M02

Item [10] test strategies

Account assignment ← Source of supply Status Contact person

AccAssCat Cost center Distribution Single account assignm

Unloading point Recipient

G/L account no. 6100.3129

Business area 62

CO area NASA

Cost center 62AD22A

Order FC400000

Commitment item 3100

Funds center 62-376-10 Fund HSF542001D

Earmarked funds 0 Functional area 088

ME51N ifmpdev INS

## Account Assignment Tab

- Business Area
- CO Area
- Cost Center
- Order
- Commitment Item
- Funds Center Fund

# Screenshot

Purchase Requisition Edit Goto Environment System Help

**Display Purch. requisition and 4200000509**

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA QualSensitivePF 4200000509

Header

St...	Item A	I	Material	Short text	Quantity	Unit	C	Delivery date	Mati group	Plant	Stor. loc.	PGr
	10	K	Z	Oscilloscope	1	EA	D	10/31/2001	Instrument...	Marshall Sp...		M11
	20	P	Z	Spectrometer	1	EA	D	10/3				
	40	N	Z	Gas Chromatograph	1	EA	D	10/3				

Item [10] Oscilloscope

Valuation Account assignment Source of supply Status Contact person Texts Delivery address

AccAssCat Cost center Distribution Single account assignme CoCode Age

Unloading point Recipient

G/L account no. 6100.2621

Business area 62

CO area NASA

Cost center 62MP31

Order FC400000

Commitment item 2600

Funds center CRP1 Fund HSF542001D

Earmarked funds 0 Functional area 000

■ Carrier Account/Cost Pool Funding

**Required entries:**

- Cost center
- Order
- Fund

# Screenshot

Purchase Requisition Edit Goto Environment System Help

Display Purch. requisition and 4200000509

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA QualSensitivePF 4200000509

Header

St...	Item	A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PG
	10	K	Z		Oscilloscope	1	EA	D	10/31/2001	Instrument...	Marshall Sp...		M11
	20	P			Spectrometer	1	EA	D	10/31/2001	Instrument...	Marshall Sp...		M11
	40	N	Z		Gas Chromatograph	1	EA	D	10/31/2001	Instrument...	Marshall Sp...		M11

Item [20] Spectrometer

Valuation Account assignment Source of supply Status Contact person

AccAssCat Project Distribution Single account assignme CoCode

Unloading point Recipient

GL account no. 6100.2621

Business area 62

CO area NASA

Cost center 62MP31

Order FC400000

WBS element 62-376-80-21

Commitment item 2600

Funds center 62-376-80 Fund HSF5420010

Earmarked funds 0 Functional area 088

**Project WBS Funding**

**Required entries:**

- Cost center
- Order
- WBS element
- Fund



# Screenshot

Purchase Requisition Edit Goto Environment System Help

SAP

Display Purch. requisition and 4200001811

Document overview on Help Personal setting Accounting documents Save without check

NASA QualSensitivePF 4200001811

Header

St...	Item	A	I	M...	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PGr	Requisi
	20	P	D		Installation of GSE	1	JOB	D	09/30/2002	Installation ...	Marshall Sp...	Marshall	M11	ED10
	30	K	D		Checkout of GSE	1	JOB	D	09/30/2002	QC,Test&In...	Marshall Sp...	Marshall	M11	ED10
	40	Y	Z		GSE Electronic Compone...	100	EA	D	09/30/2002	Elec&Electr...	Marshall Sp...	Marshall	M11	ED10

Item [40] GSE Electronic Components

Valuation Account assignment Source of supply Status Contact person

AccAssCat Reimbursable Distribution Single account assignme CoCode Agency

Unloading point Recipient

G/L account no. 6100.3115

Business area 62

CO area NASA

Cost center 62MP51

Order FC100200

WBS element 62R-376-50-10-0001-01 Network

Commitment item 3100

Funds center 62-376-50 Fund HSF542002R

Earmarked funds 100000022 1 Functional area RMB

ME51N ifmpdev INS

■ Reimbursable funding

Required entries:

- Cost center
- Order
- Earmarked funds

# Screenshot

Purchase Requisition Edit Goto Environment System Help

**Display Purch. requisition and 4200000509**

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA QualSensitivePF 4200000509

Header

St...	Item	A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PG...
	10	K	Z		Oscilloscope	1	EA	D	10/31/2001	Instrument...	Marshall Sp...		M11
	20	P	Z		Spectrometer	1	EA	D	10/31/2001				
	40	N	Z		Gas Chromatograph	1	EA	D	10/31/2001				

Item [40] Gas Chromatograph

Valuation Account assignment Source of supply Status Contact person Texts

AccAssCat Network Distribution Single account assignme CoCode Age

Unloading point Recipient

Gl/L account no. 6100.2621

Business area 62

CO area NASA

Cost center 62MP31

Order FC400000

Commitment item 2600

Funds center CRP1

Earmarked funds 0

Network 6000060 0001

Fund HSF542001D

Functional area 000

## ■ Network/Activity Funding

### Required entries:

- Cost center
- Order
- Network
- Activity
- Fund

# Screenshot



Purchase Requisition Edit Goto Environment System Help

**Display Purch. requisition and 4200001811**

Document overview on | Help | Personal setting | Accounting documents | Save without check

NASA QualSensitivePF 4200001811

Header

St...	Item	A	I	M...	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PGr	Requisnr.
	10	N	Z		Ground Support Equipment	1	LOT	D	09/30/2002	Space Vehi...	Marshall Sp...	Marshall	M11	ED10
	20	P	D		Installation of GSE	1	JOB	D	09/30/2002	Installation ...	Marshall Sp...	Marshall	M11	ED10
	30	K	D		Checkout of GSE	1	JOB	D	09/30/2002	QC,Test&In...	Marshall Sp...	Marshall	M11	ED10
	40	Y	Z		GSE Electronic Compone...	100	EA	D	09/30/2002	Elec&Electr...	Marshall Sp...	Marshall	M11	ED10
	50	U	Z		Option for Additional GSE	1	LOT	D	12/31/2002	Instrument...	Marshall Sp...	Marshall	M11	ED10

Item [ 50 ] Option for Additional GSE

Valuation Source of supply Status Contact person Texts Delivery address

Valuation price 0.01 USD / 1 LOT Total value 0.01

Promotion

☒ Invoice receipt

Source of supply  
Status  
Contact person  
Texts  
Delivery address  
NASA Data

ME51N ifmpdev INS

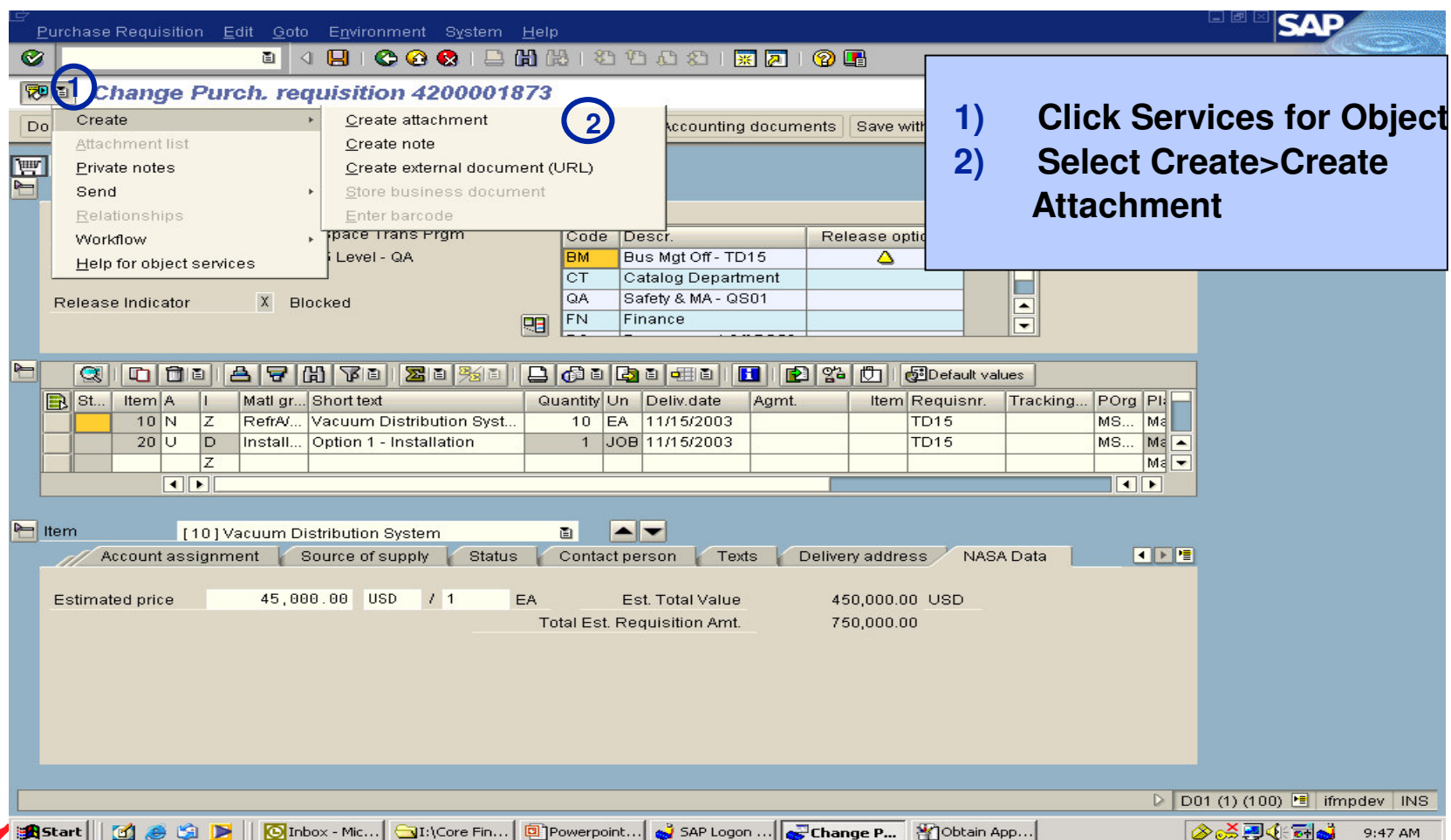
**No account assignment tab – no accounting impact**





# Screenshot

## Create Attachments



The screenshot shows the SAP 'Change Purch. requisition 4200001873' window. A blue callout box on the right contains the following instructions:

- 1) Click Services for Object
- 2) Select Create>Create Attachment

The 'Do' menu is open, showing the 'Create' option selected. The 'Create' sub-menu is also open, showing the 'Create attachment' option selected. The 'Release Indicator' is set to 'Blocked'.

Code	Descr.	Release option
BM	Bus Mgt Off - TD15	
CT	Catalog Department	
QA	Safety & MA - QS01	
FN	Finance	

St...	Item	A	I	Matl gr...	Short text	Quantity	Un	Deliv. date	Agmt.	Item	Requisnr.	Tracking...	P Org	Pl
	10	N	Z	RefrA...	Vacuum Distribution Syst...	10	EA	11/15/2003			TD15		MS...	M2
	20	U	D	Install...	Option 1 - Installation	1	JOB	11/15/2003			TD15		MS...	M2
			Z											M2

Item: [ 10 ] Vacuum Distribution System

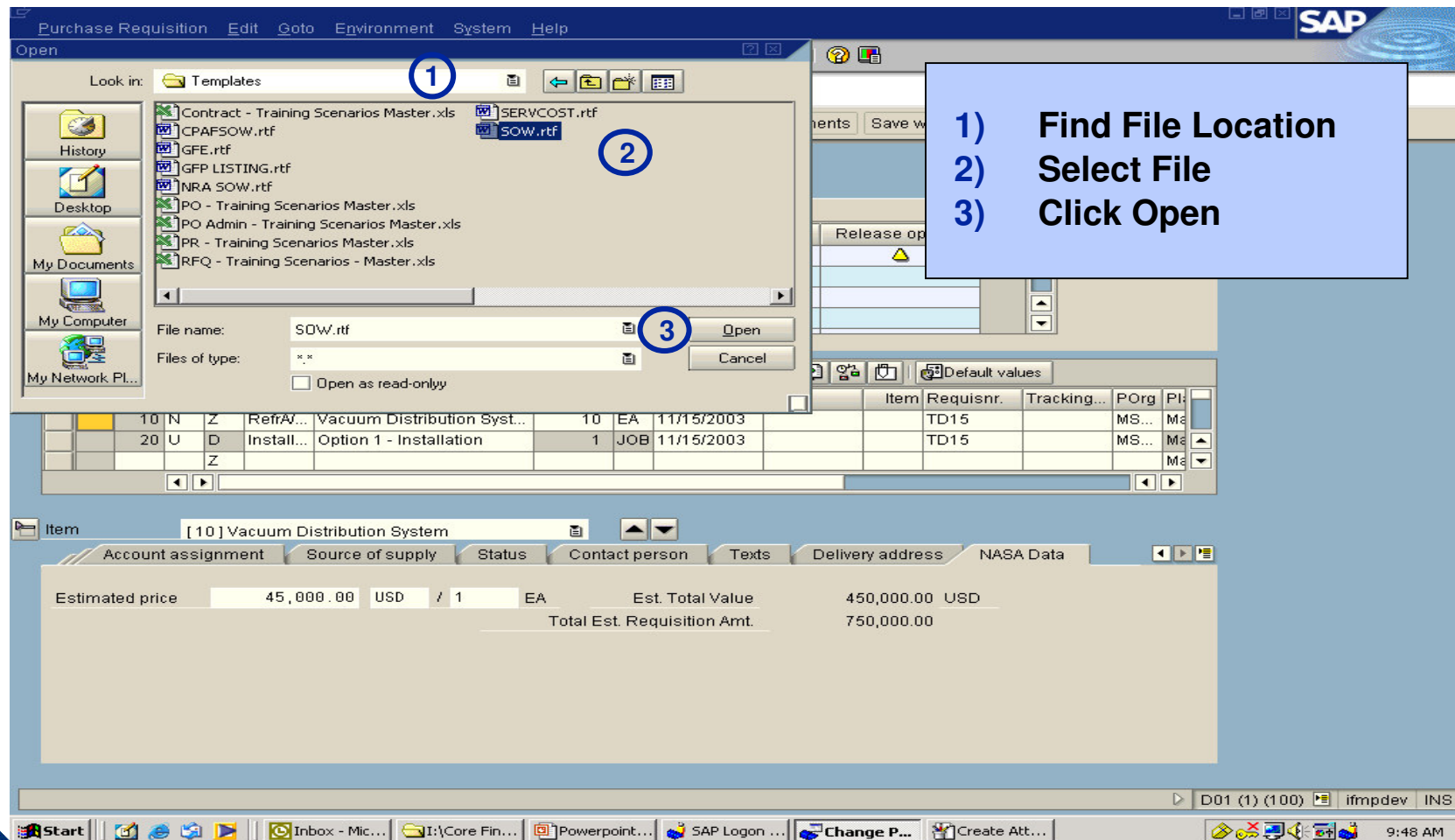
Account assignment: Source of supply: Status: Contact person: Texts: Delivery address: NASA Data

Estimated price: 45,000.00 USD / 1 EA Est. Total Value: 450,000.00 USD  
Total Est. Requisition Amt.: 750,000.00

Taskbar: Start | SAP Logon... | Change P... | Obtain App... | 9:47 AM

# Screenshot

## Create Attachments – Select Document/File



**1) Find File Location**  
**2) Select File**  
**3) Click Open**

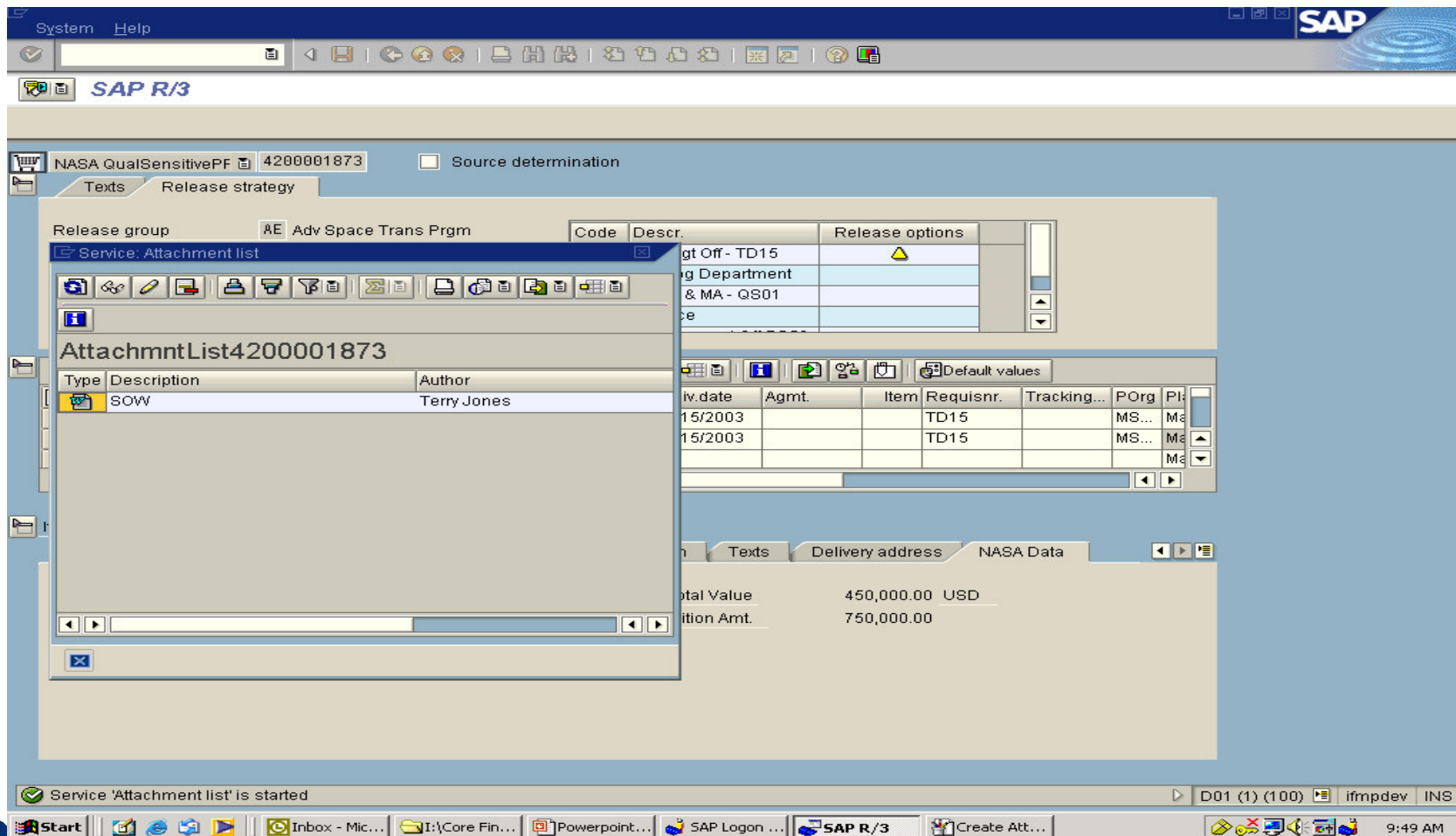
Item	Requisnr.	Tracking...	POrg	Pl
	TD15		MS...	Ma
	TD15		MS...	Ma

Account assignment	Source of supply	Status	Contact person	Texts	Delivery address	NASA Data
Estimated price	45,000.00	USD / 1	EA	Est. Total Value	450,000.00	USD
Total Est. Requisition Amt.					750,000.00	

# Screenshot

## Create Attachments – View Attachment List



The screenshot displays the SAP R/3 interface. The main window is titled 'Attachment list' and shows a table with the following data:

Type	Description	Author
SOW		Terry Jones

The background window shows the 'Release group' 'AE Adv Space Trans Prgm' and a 'Release options' table. The 'Release options' table has columns: Code, Descr., Release options. The 'Code' column contains 'TD15' and the 'Descr.' column contains 'TD15'. The 'Release options' column contains a yellow triangle icon.

The bottom status bar shows the message: 'Service 'Attachment list' is started'.

# Screenshot



## Obtain Approvals – Workflow Inbox, PR Status

Workplace Edit Folder Environment Settings System Help

Business Workplace of POREQAPP

New message Find folder Find document Appointment calendar Distribution lists

Workplace: POREQAPP

- Inbox
  - Unread documents 0
  - Documents 0
  - Workflow 19
  - Overdue entries 0
  - Deadline messages 0
  - Incorrect entries 0
- Outbox
- Resubmissions
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash
- Object history

Inbox

Class	Title	Date received	Author
1	Please release purchase requisition 4200001873	06/06/2002	
	Please release purchase requisition 4200001774	05/09/2002	
	Please release purchase requisition 4200001684	04/22/2002	
	Please release purchase requisition 4200001581	04/12/2002	
	Please release purchase requisition 4200001541	03/25/2002	
	Please release purchase requisition 4200001501	03/13/2002	
	Please release purchase requisition 4200000575	03/05/2002	
	Please release purchase requisition 4200001386	02/20/2002	
	Please release purchase requisition 4200001385	02/20/2002	
	Please release purchase requisition 4200001384	02/20/2002	
	Please release purchase requisition 4200001383	02/20/2002	
	Please release purchase requisition 4200001382	02/20/2002	
	Please release purchase requisition 4200001381	02/20/2002	
	Please release purchase requisition 4200001380	02/20/2002	

1) Document Status  
2) Message  
3) Document & Notes

2 Please release purchase requisition 4200001873

Description

Please review the requisition 4200001873 created by Terry Jones on 06/06/2002 and release/refuse the requisition for further processing.

3 Objects and attachments

- Purchase requisition: 4200001873

D01 (1) (100) ifmpdev INS

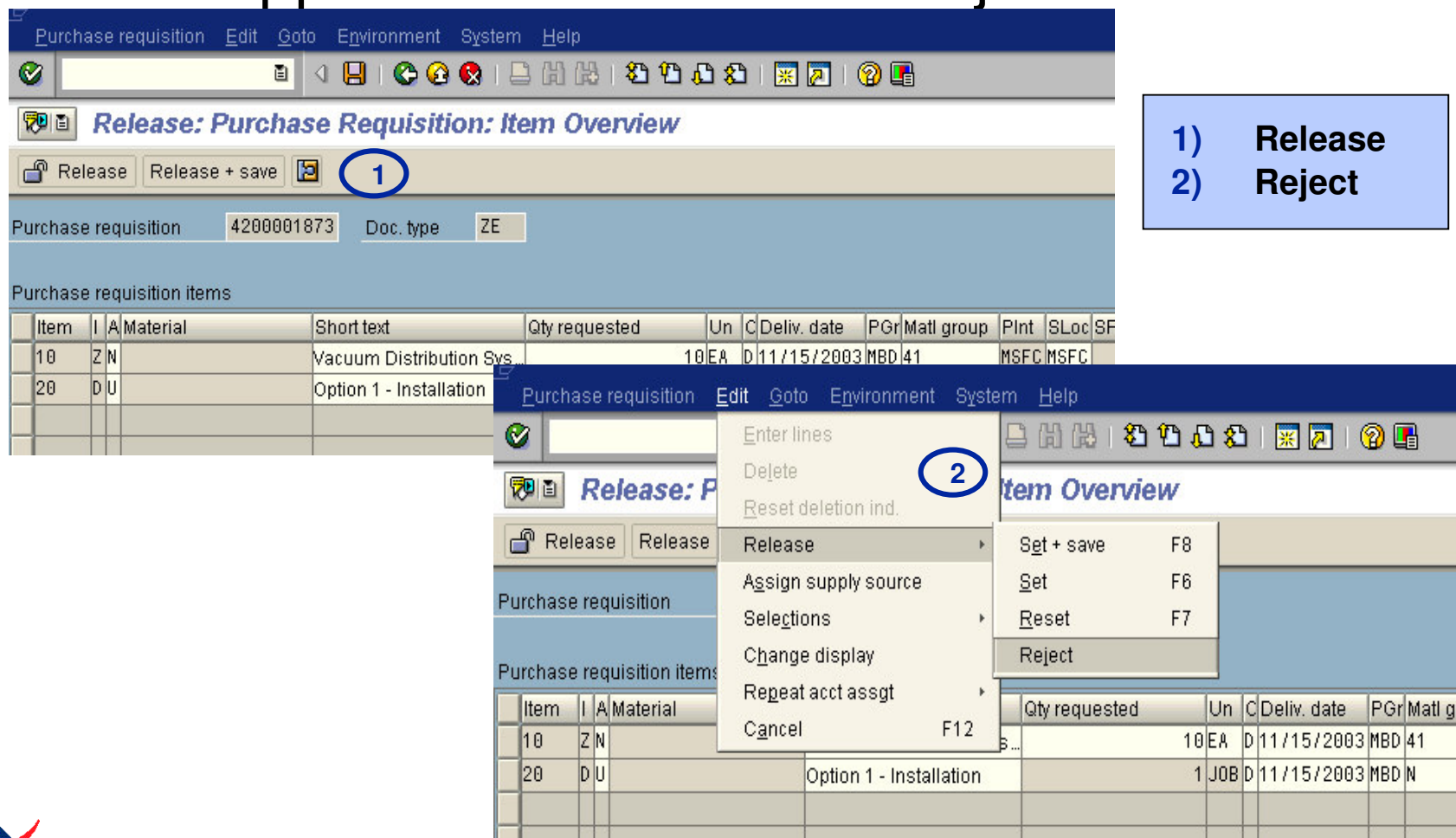
Start | Inboxes - Micros... | I:\Core Financ... | Powerpoint Fo... | SAP Logon P... | Create Attach... | Business Work... | 10:00 AM





# Screenshot

## Obtain Approvals – Release & Reject

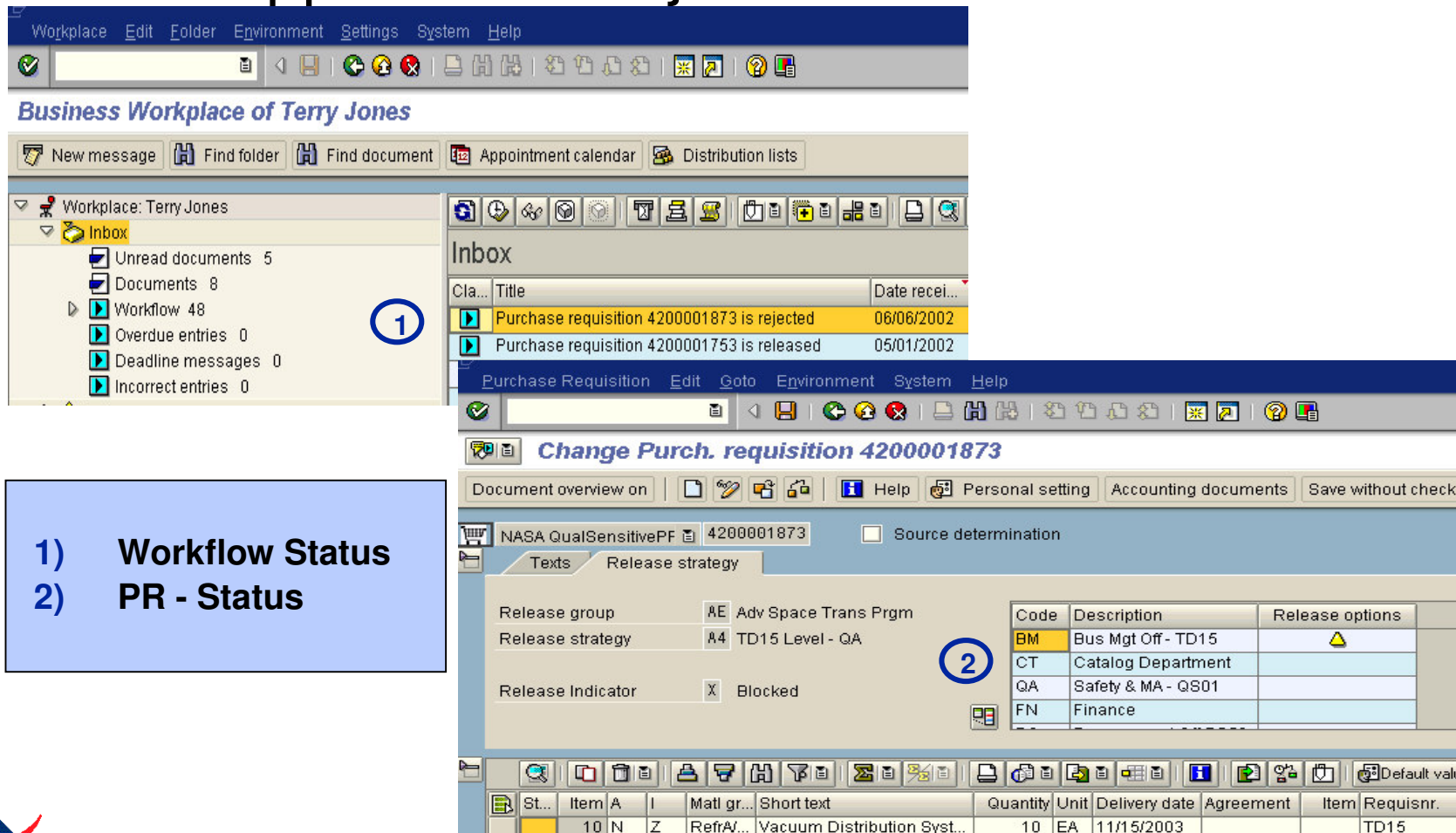


**1) Release**  
**2) Reject**

Item	I	A	Material	Short text	Qty requested	Un	C	Deliv. date	PGr	Matl group	PInt	SLoc	SF
10	Z	N		Vacuum Distribution Sys	10EA		D	11/15/2003	MBD 41		MSFC	MSFC	
20	D	U		Option 1 - Installation									

# Screenshot

## Obtain Approvals – Rejected PR



The screenshot displays the 'Business Workplace of Terry Jones' interface. The left sidebar shows the 'Inbox' with a list of items: Unread documents (5), Documents (8), Workflow (48), Overdue entries (0), Deadline messages (0), and Incorrect entries (0). A blue circle with the number '1' highlights the 'Workflow' item.

The main window shows the 'Inbox' with a list of messages. The first message is 'Purchase requisition 4200001873 is rejected' dated 06/06/2002. A blue circle with the number '2' highlights this message.

The second window shows the 'Change Purch. requisition 4200001873' form. The 'Release strategy' is set to 'A4 TD15 Level - QA'. The 'Release Indicator' is 'X Blocked'. The 'Release options' table is as follows:

Code	Description	Release options
BM	Bus Mgt Off - TD15	⚠
CT	Catalog Department	
QA	Safety & MA - QS01	
FN	Finance	

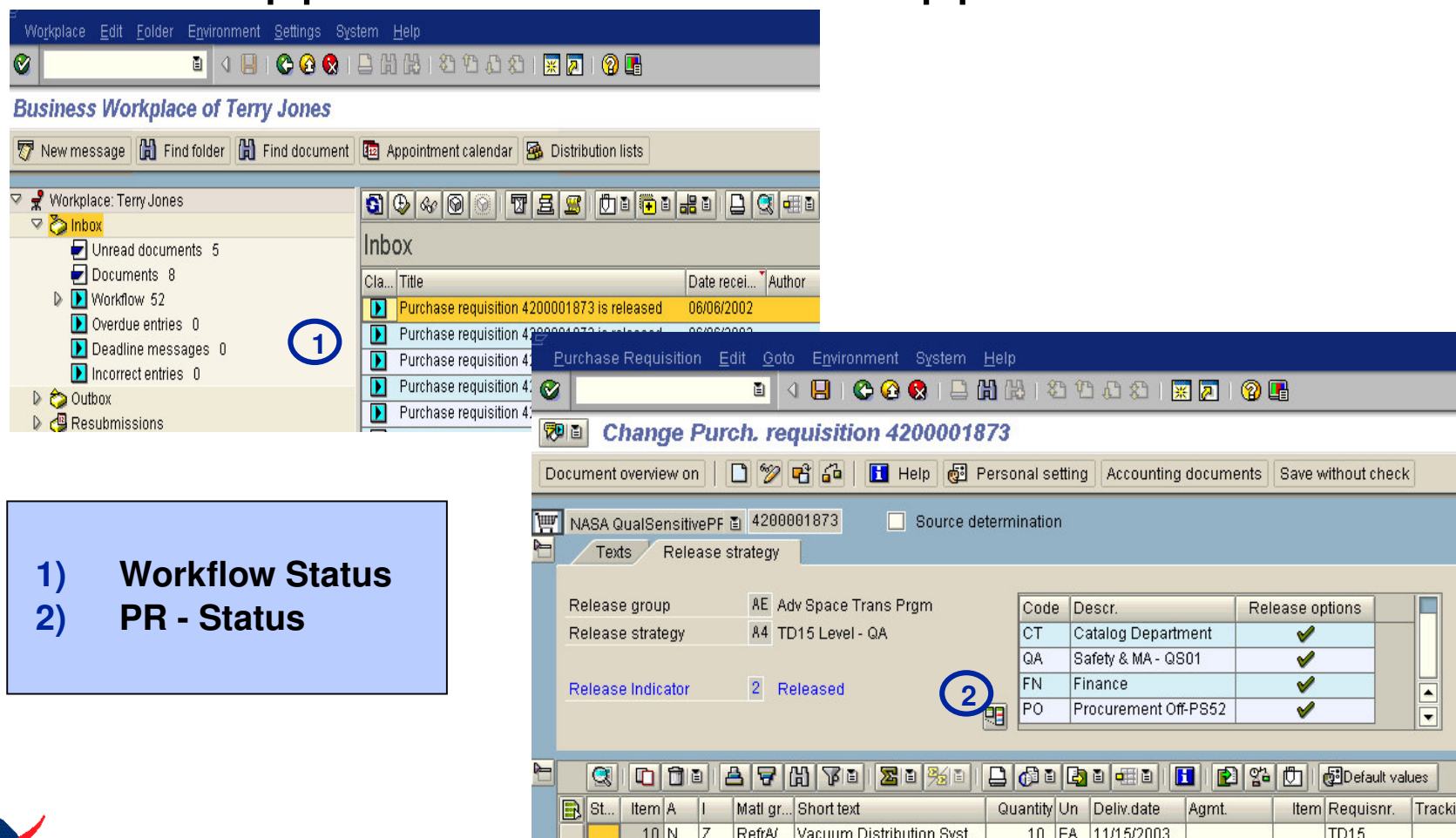
The bottom window shows a table with the following data:

St...	Item	A	I	Matl gr...	Short text	Quantity	Unit	Delivery date	Agreement	Item	Requisnr.
	10	N	Z	RefrA/...	Vacuum Distribution Syst...	10	EA	11/15/2003			TD15

- 1) Workflow Status
- 2) PR - Status

# Screenshot

## Obtain Approvals – Released/Approved PR



The screenshot displays the 'Business Workplace of Terry Jones' interface. On the left, a sidebar shows the 'Inbox' with a list of items: 'Unread documents 5', 'Documents 8', 'Workflow 52', 'Overdue entries 0', 'Deadline messages 0', 'Incorrect entries 0', 'Outbox', and 'Resubmissions'. A blue circle with the number '1' highlights the 'Workflow 52' item. The main window shows the 'Inbox' with a list of 'Purchase requisition' items. A blue circle with the number '2' highlights the 'Purchase requisition 4200001873' item. Below this, the 'Change Purch. requisition 4200001873' window is open, showing the 'Release strategy' tab. The 'Release Indicator' is set to '2 Released'. A table of 'Release options' is visible, with columns for 'Code', 'Descr.', and 'Release options'. The table lists: CT (Catalog Department), QA (Safety & MA - QS01), FN (Finance), and PO (Procurement Off-P852), all with checkmarks in the 'Release options' column. At the bottom, a table shows item details for 'Vacuum Distribution Syst...' with a quantity of 10 and a delivery date of 11/15/2003.

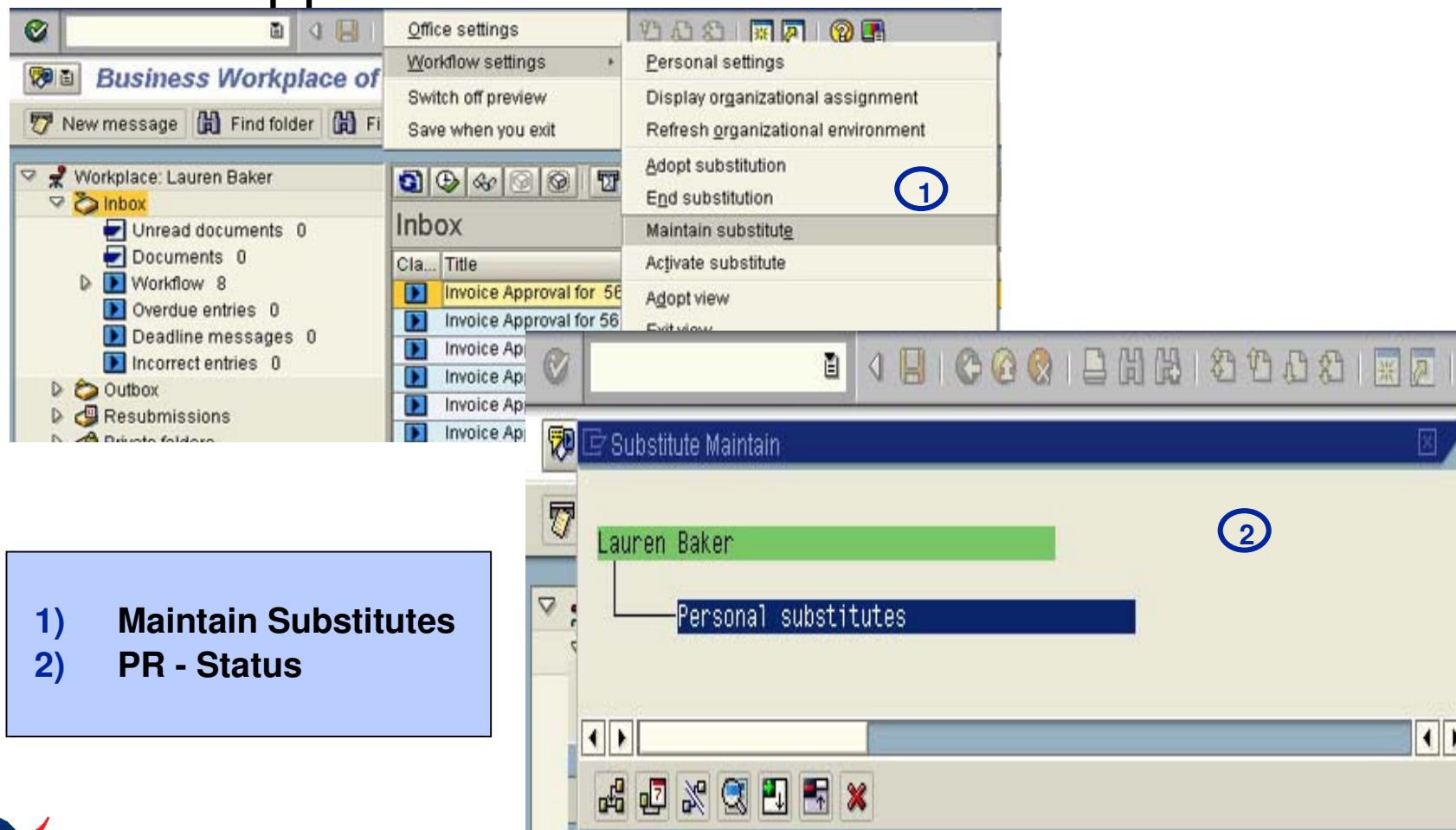
1) Workflow Status  
2) PR - Status

Code	Descr.	Release options
CT	Catalog Department	✓
QA	Safety & MA - QS01	✓
FN	Finance	✓
PO	Procurement Off-P852	✓

St...	Item A	I	Matl gr...	Short text	Quantity	Un	Deliv.date	Agmt.	Item	Requisnr.	Trackir
	10	N	Z	Ref/A... Vacuum Distribution Syst...	10	EA	11/15/2003			TD15	

# Screenshot

## Obtain Approvals – Create/Maintain Substitutes

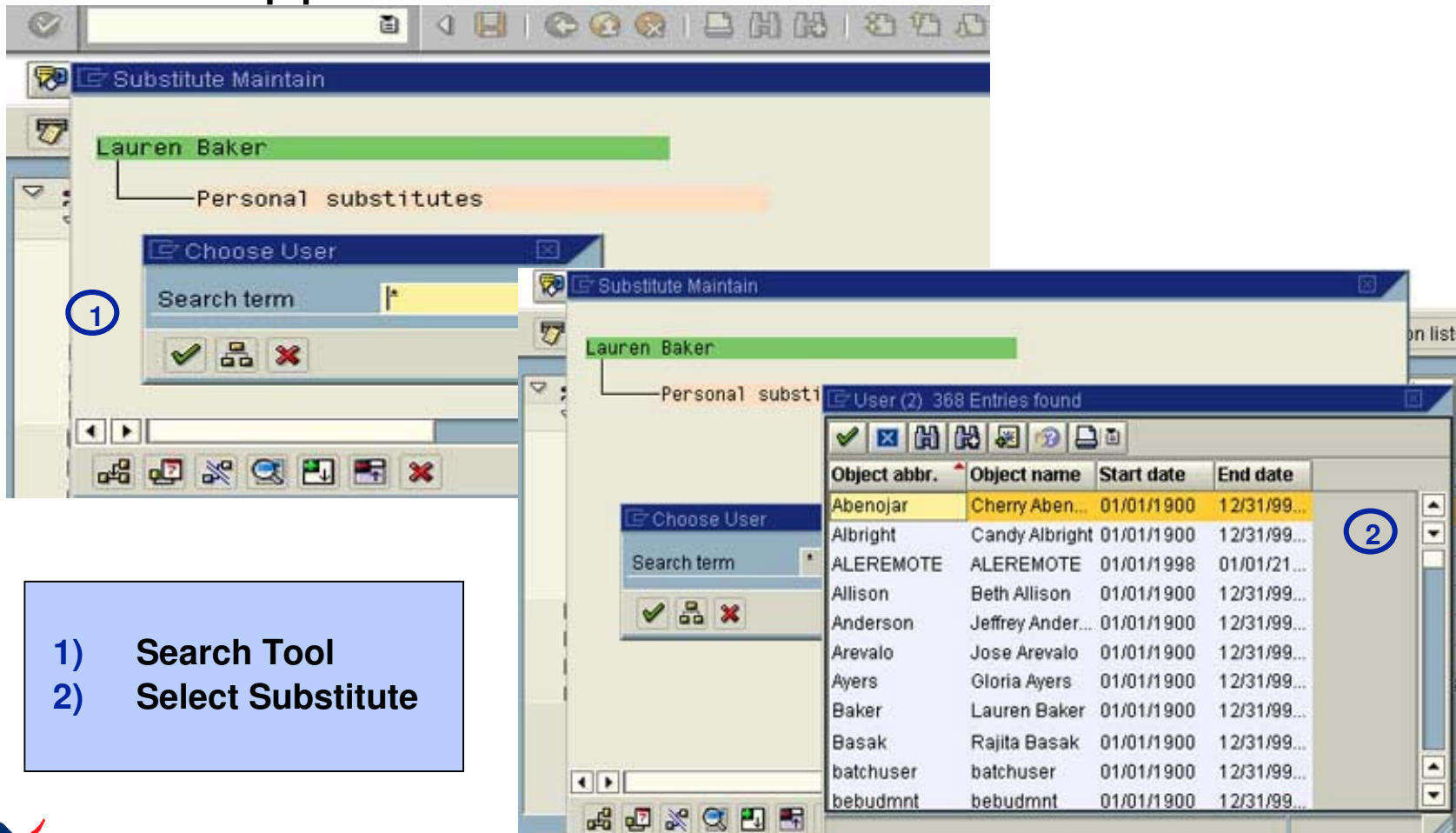


- 1) Maintain Substitutes
- 2) PR - Status



# Screenshot

## Obtain Approvals – Create/Maintain Substitutes



The screenshot displays the 'Substitute Maintain' application. A 'Choose User' dialog box is open, showing a search term field and buttons for confirmation, cancellation, and help. A list of users is displayed, with 'Cherry Aben...' selected. A second 'Substitute Maintain' window is also visible, showing a list of users with columns for 'Object abbr.', 'Object name', 'Start date', and 'End date'. The 'Cherry Aben...' entry is highlighted in the list.

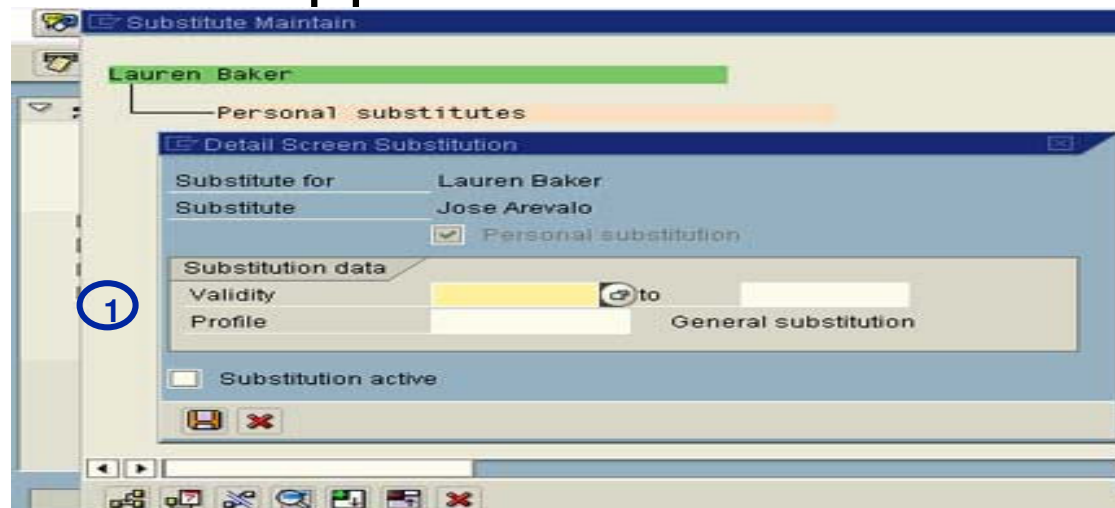
1) Search Tool

2) Select Substitute

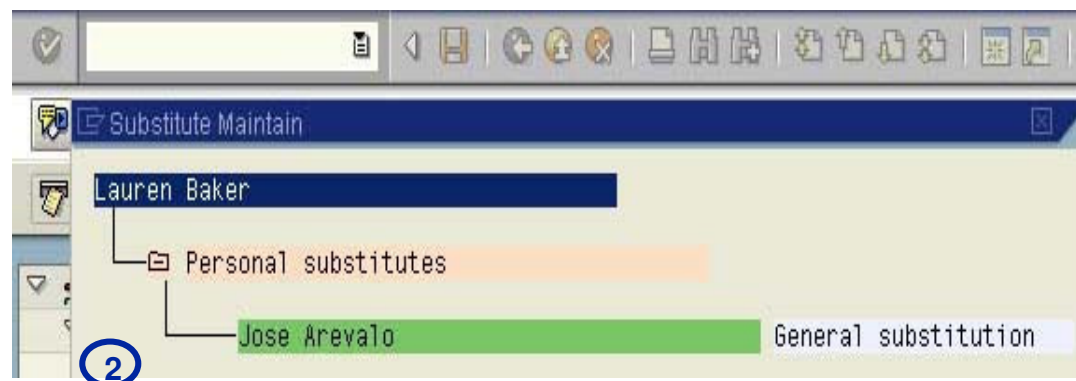
Object abbr.	Object name	Start date	End date
Abenojar	Cherry Aben...	01/01/1900	12/31/99...
Albright	Candy Albright	01/01/1900	12/31/99...
ALEREMOTE	ALEREMOTE	01/01/1998	01/01/21...
Allison	Beth Allison	01/01/1900	12/31/99...
Anderson	Jeffrey Ander...	01/01/1900	12/31/99...
Arevalo	Jose Arevalo	01/01/1900	12/31/99...
Ayers	Gloria Ayers	01/01/1900	12/31/99...
Baker	Lauren Baker	01/01/1900	12/31/99...
Basak	Rajita Basak	01/01/1900	12/31/99...
batchuser	batchuser	01/01/1900	12/31/99...
bebudmnt	bebudmnt	01/01/1900	12/31/99...

# Screenshot

## Obtain Approvals – Create/Maintain Substitutes

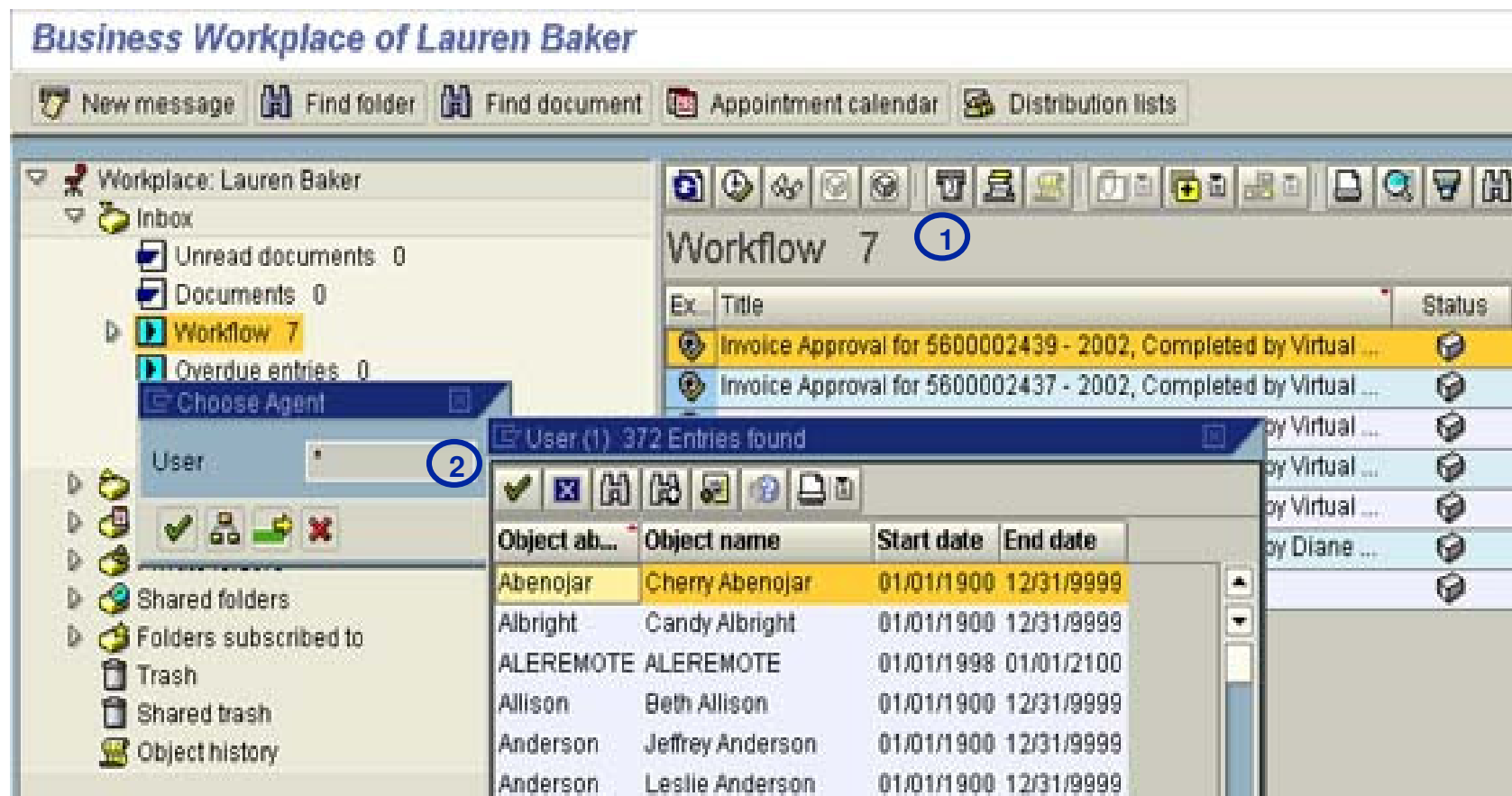


- 1) Date Range
- 2) Substitute List



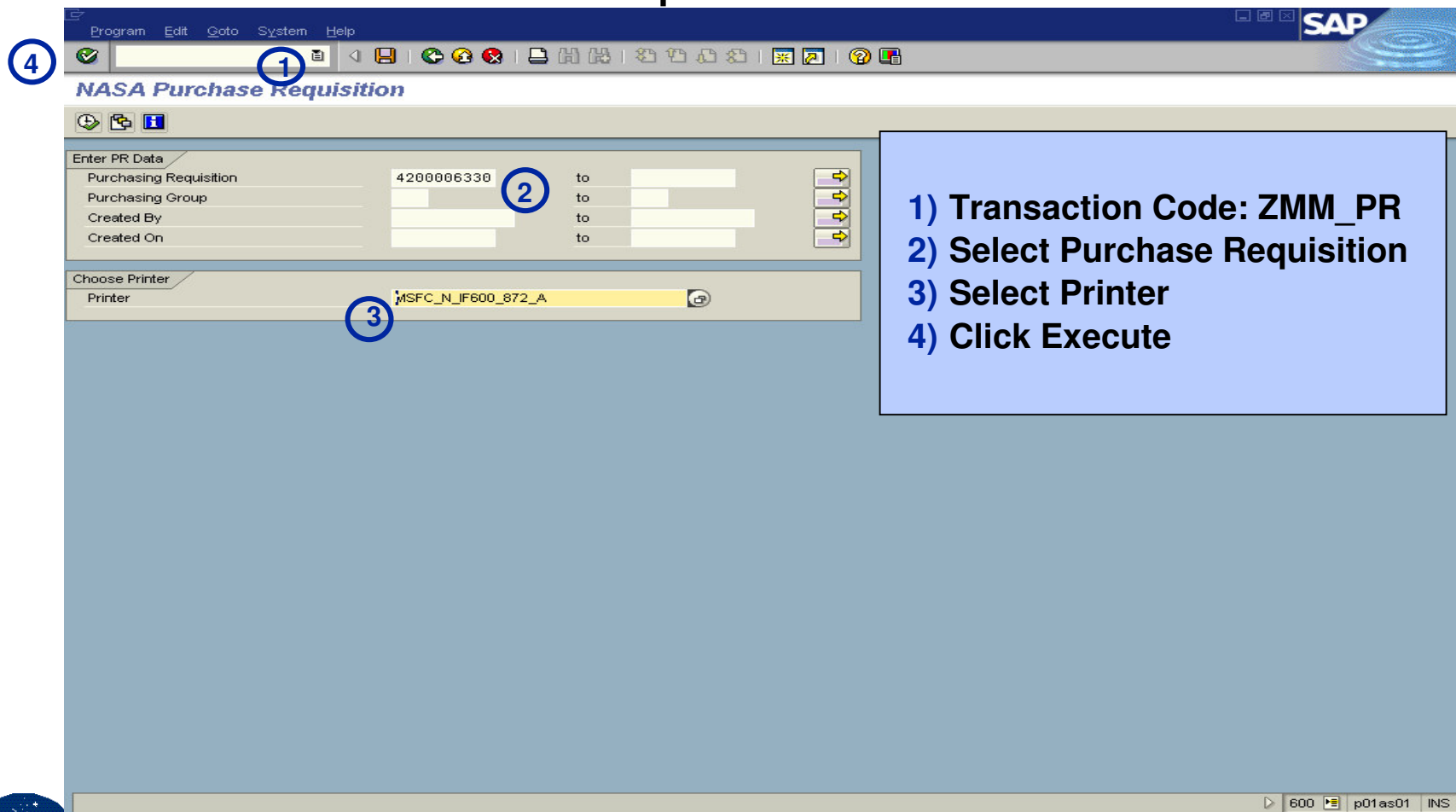
# Screenshot

## Forwarding a Document



# Screenshot

## Print a Purchase Requisition



The screenshot shows the SAP ZMM\_PR transaction interface. The title bar indicates the transaction is 'NASA Purchase Requisition'. The interface is divided into two main sections: 'Enter PR Data' and 'Choose Printer'. The 'Enter PR Data' section contains fields for 'Purchasing Requisition' (42000006330), 'Purchasing Group', 'Created By', and 'Created On'. The 'Choose Printer' section contains a 'Printer' field with the value 'MSFC\_N\_IF600\_872\_A'. A blue box on the right side of the screen contains a list of instructions: 1) Transaction Code: ZMM\_PR, 2) Select Purchase Requisition, 3) Select Printer, and 4) Click Execute. The SAP logo is visible in the top right corner of the window.

④

①

②

③

1) Transaction Code: ZMM\_PR  
2) Select Purchase Requisition  
3) Select Printer  
4) Click Execute

# Demonstrations and Exercises

---



- Create/Maintain Purchase Requisition
- Cancel Purchase Requisition
- Obtain Approvals

## Topic 2: Debrief

---



- Requisitioners can create and print purchase requisitions.
- Requisitioners can attach supporting documents along with the purchase requisitions.
- Requisitioners can cancel purchase requisitions.
- Requisitioners can track the status of their purchase requisitions and subsequent resulting documents from initiation of the request through receipt of delivery and payment.

## Topic 2: Debrief (continued)

---



- Requisition Approvers receive the newly created purchase requisition, along with its attachments, reviews it and either approves it or rejects it.
- If the purchase requisition is approved by the appropriate personnel, funds are committed.
- If the purchase requisition is rejected, it is returned to the Requisitioner for resolution of the issues precluding its approval.

# End of Course Review



# Review Objectives & Expectations

---



Individuals should now be able to:

- ✓ Perform Plan Acquisition Activities
- ✓ Perform Purchase Request Activities



# Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



# Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

# Congratulations!

# Training Course Feedback



- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address:  
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
  - Complete and submit feedback by following the directions within the on-line form

